

Timeline:

The timeline has been adjusted to conform with state statutory deadlines for notification which are effective immediately.

Evaluation: Sub-Appendix C

REVISED 2017 Timelines for Educator Evaluation

One year plans (non-PTS teachers and PTS teachers on Directed Growth Plans)

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process and to develop SMART goals	<i>September 30</i>
Educators may request meeting with evaluator to discuss the development of self-assessment/SMART goals/Educator Plan	<i>Prior to October 15</i>
Educator submits educator plan and proposed goals	<i>October 15</i>
Evaluator reviews and signs off on Goals/ Educator Plan	<i>October 30</i>
Evaluator should complete first observation of each Educator	<i>November 15</i>
Educator submits evidence on progress toward SMART goals (and evidence related to the Standards of Practice)	<i>February 15th</i>

Evaluator should complete mid-cycle Formative Assessment Reports for Educators on one-year Educator Plans	<i>March 1st</i>
Evaluator holds Formative Assessment Meetings if requested by either Evaluator or Educator	<i>Within 5 school days of receiving the report</i>
Educator submits evidence on the Standards of Practice and progress toward SMART goals	<i>May 15</i>

Evaluator completes Summative Evaluation Report	<i>June 1st</i>
Evaluator meets with Educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	<i>June 15th</i>
Evaluator meets with Educators whose ratings are proficient or exemplary if requested	<i>At a time of mutual convenience</i>

Educators with PTS in FORMATIVE Evaluation Year

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process and to develop SMART goals	<i>September 30</i>

Educators may request meeting with evaluator to discuss the development of self-assessment/SMART goals/Educator Plan	<i>Prior to October 15</i>
Educator submits educator plan and proposed goals	<i>October 15</i>
Evaluator reviews and signs off on Educator Plan	<i>October 30</i>
Evaluator should complete first observation of each Educator	<i>December 15</i>
Educator submits evidence on the standards of practice and progress toward SMART goals	<i>June 1st</i>
Evaluator completes Formative Assessment Report Form	<i>June 15th</i>
Educator signs Formative Assessment Report and submits a response if desired	<i>June 15th</i>
Educator or Evaluator may request meeting to discuss the Formative Assessment Report	<i>At a time of mutual convenience</i>

Educators with PTS in SUMMATIVE Evaluation Year

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process and to develop SMART goals	<i>September 30</i>

Educators may request meeting with evaluator to discuss the development of self-assessment/SMART goals/Educator Plan	<i>Prior to October 15</i>
Educator submits educator plan and proposed goals	<i>October 15</i>
Evaluator reviews and signs off on Educator Plan	<i>October 30</i>
Evaluator should complete first observation of each Educator	<i>December 15</i>
Educator submits evidence on the standards of practice and progress toward SMART goals	<i>June 1st</i>
Evaluator completes Summative Evaluation Report Form	<i>June 15th</i>
Educator signs Summative Evaluation Report and submits a response if desired	<i>June 15th</i>
Educator or Evaluator may request meeting to discuss the Summative Evaluation Report	<i>At a time of mutual convenience</i>